

Vacancy Announcement #P00-267 DMH

VACANCY ANNOUNCEMENT

POSITION: Management Analyst, GS-343-14
(Program Manager - Succession Planning Program)

NOTE: TOP SECRET CLEARANCE REQUIRED.

LOCATION: Bureau of Alcohol, Tobacco and Firearms (ATF)
Office of Training and Professional Development
Leadership and Policy Office
Leadership Programs Branch
Washington, DC

OPENING DATE: July 18, 2000 **CLOSING DATE:** August 17, 2000

**AREA OF
CONSIDERATION:** All Sources

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

MAJOR DUTIES: The incumbent will plan, design, implement and monitor a comprehensive Bureau-wide Succession Planning Program. This Program will institute a formal process for identifying and developing high potential/performing employees to assume greater levels of responsibility and to advance up the leadership ranks in ATF. The incumbent will be responsible for the management of the Succession Planning Program. This is a primary Bureau program of major importance. The incumbent will perform short and long-range planning and implementation of training policy in the area of succession planning, and will provide professional leadership and guidance in devising, developing and implementing innovative changes and long-term improvements to the Succession Planning Program.

QUALIFICATION REQUIREMENTS

SELECTIVE PLACEMENT FACTOR: Applicants must have direct experience in the area of succession planning and/or significant experience in establishing a leadership development program.

Applicants must have had one year of specialized experience equivalent to at least the next lower grade level in the Federal service.

Specialized Experience is defined as experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position (e.g., perform short and long-range program planning; develop and implement program policy; perform resource planning; evaluate program effectiveness; develop plans for improved operational effectiveness; identify and develop ways to resolve problems which directly affect the accomplishment of program objectives; conduct cost/benefit analyses; etc.).

Applicants must meet all qualification requirements within 30 days after the closing date of this announcement.

EVALUATION METHODS: No written test is required. Status applicants will be evaluated and given points on relevant experience; formal college level education; training and self-development within the past five years; Quality-Step-Increase (QSI), Sustained Superior Performance (SSP), Special Act and Suggestion awards; current performance appraisal; and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best qualified applicants.

SUPPLEMENTAL EXPERIENCE STATEMENT

On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the factors listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Demonstrated knowledge and skill in planning, designing and implementing an effective succession planning program and/or establishing a leadership development program.
2. Ability to negotiate with others, especially senior management, in a way that fosters an understanding of plans and proposals, and to serve as a team leader in training projects.
3. Knowledge of general organizational theory, including methods for integrating a succession planning program into goals and functions.
4. Ability to communicate orally and in writing with all levels of an organization, including executives, mid-level managers, staff, students, instructors, and high-ranking officials from various government agencies and/or private organizations.
5. Ability to learn and apply established standards for the development, delivery and evaluation of training, and to manage program resources and prepare reports on program activities.

CONDITIONS OF EMPLOYMENT

The following statements are applicable if checked:

- ☐ A pre-employment physical is required.
- ☐ A pre-employment drug test is required.
- ☒ A pre-employment background investigation is required.
- ☒ Incumbent must be a U.S. citizen.
- ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- ☒ Non-ATF applicants will not be reimbursed for travel and relocation expenses.
- ☐ Subject to a supervisory/managerial probationary period.
- ☐ Other: _____

GENERAL INFORMATION

1. Applications will not be returned to applicants.
2. Applications must be received by the closing date of this announcement. The postmarked date will be considered only for those persons applying as non-status applicants for "All Sources" announcements.

NOTE: Full performance level of position is GS-14.

HOW TO APPLY

A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's electronic bulletin board system at 912-757-3100, or through the Internet, (Telnet connections only at FJOB.Mail.OPM.GOV). The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade and vacancy announcement number of the vacancy for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position, include name of employer, dates of employment, job title, grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.
8. Relevant training: course titles, dates, number of hours and institutions.
9. Description and year of awards, honors, and special qualifications such as language, computer skills, typing speed.
10. Clear identification of U.S. citizenship.

B. Additional information/completed forms should be submitted, if checked:

- ☒ Written response to the Supplemental Experience Statement.
- ☒ DD-214, if claiming 5 point preference. (For non-status consideration only.)
- ☒ Both DD 214 and SF-15, if claiming 10 point preference. (For non-status consideration only.)
- ☐ College transcripts of lists of college courses.
- ☒ Race and National Origin Identification Form (ATF F 2931.1) (attached). Information submitted will be used for statistical reports only.
- ☒ Applicant Response Form (attached).
- ☒ Performance appraisal, dated within the last year. If not submitted, credit will **not** be given for that portion of the evaluation process. (For status consideration only.)
- ☒ Current/former Federal employees - SF-50 reflecting competitive status.
- ☒ Applicants with disability or veterans eligible for non-competitive appointment. Provide appropriate documentation.
- ☐ Current Notice of Results.
- ☒ Competitive examining authority has been delegated to ATF by the U.S. Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications.
- ☐ Self-certification for typing proficiency.
- ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length). Provide month/year of class, title and length of class. (For status consideration only.)
- ☐ Other: _____

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Personnel Division, Room 4170
Attn: Diane Howard
650 Massachusetts Ave NW
Washington, DC 20226
(202) 927-8630
TDDY users call (202) 927-7964

**TO FIND OUT ABOUT OTHER JOB OPPORTUNITIES USE WEBSITE
WWW.USAJOBS.OPM.GOV OR WWW.ATF.TREAS.GOV**

**DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE
INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP/CTAP).**

Federal employees seeking ICTAP/CTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a). This includes a copy of the agency notice and copy of their most recent SF-50, noting current position, grade level and duty location. They must be rated well qualified. ICTAP/CTAP applicants must meet the mid-level range of the crediting plan for all factors.

THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES ON A CASE-BY-CASE BASIS. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE POINT OF CONTACT LISTED ON THIS VACANCY ANNOUNCEMENT.

AN EQUAL OPPORTUNITY EMPLOYER

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, NON-DISQUALIFYING DISABILITIES, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION, OR ANY OTHER NON-MERIT REASON.